

# A GUIDE

## to Development Review

## Policies in Enfield

### What is development review?

“Development Review” is a generally accepted term in Enfield. It’s defined as a review of proposed development projects to ensure projects comply with the all the regulations governed by Enfield’s land use boards and commissions. These include regulations intended to spell out among other things proper land use, required engineering, utilities, storm water and sediment control, wetland impact & mitigation, and tree preservation. The goals are consistent design of the site and related public infrastructure, and proper environmental protection, e.g. wetlands. The town works with property owners, businesses and the applicant during development review process. Town staff reviews applications for completeness and compliance and provide comments on proposed plans.

Enfield’s development review procedures are intended to ensure the health and welfare of citizens, minimize environmental impacts, protect valued natural resources, and achieve high-quality development that complies with the state and town regulations, all Enfield codes, and addresses the needs of the surrounding community. These procedures govern all development projects. Depending on the size, scope and impact of a project, the town planning department may perform a pre-application review before the project proceeds to the to the application phase.

### How is development reviewed?

Enfield’s development review process includes three phases: Pre-application Phase; Application Phase (The clock starts ticking); and Public Meeting / Public Hearing phase. Guidance on each phase is summarized in the “Development Review Policy” outlined below.

### How can I learn more?

Meeting schedules, agendas and minutes for Enfield Boards and Commissions are available online [www.enfield-ct.org](http://www.enfield-ct.org) and at Town Hall. In addition, when a public hearing is required by Planning and Zoning, a sign is to be posted on the property facing each street frontage notifying property owners, businesses and residents of the area there is a public hearing scheduled and a phone number where the public can get more information.

The Community is encouraged to attend public meetings held by the boards and or commissions, ask questions, and express opinions.

Check the Enfield Web site at [www.enfield-ct.org](http://www.enfield-ct.org) for meeting minutes and Agendas to follow all development projects brought forward.

The main phone line to the Planning Department is 860-253-6355

The Planning office can also be reached by e-mail at [PlanningDirector@enfield.org](mailto:PlanningDirector@enfield.org)

## **Development Review Policy**

### **Pre-application Phase**

All pre-applications must be reviewed by the Town Planner and then, depending on size, scope and potential impacts, by all departments including Fire, Engineering, Health, Public Works, Building Department, Police, Legal, water company, wetlands and Zoning Enforcement. The intent is to determine if the content is sufficient for acceptance. An Administrative Review Team (ART) meeting may be required. The applicant will need to present 5 sets of plans for the proposed project along with the pre-application forms.

### **Application Phase (The clock starts ticking)**

During the application phase, the applicant files the appropriate application materials as required by the boards and commissions and meets with town staff to discuss the proposal and any changes required as a result of the pre-application reviews. That may include electronic and/or paper submissions. Town staff will review the submissions along with any changes made as a result of the pre-application phase.

Plans – While all Enfield boards and commissions have similar requirements for plan submissions, some may differ slightly. The Planning Department can help you with each.

What's consistent is:

- All pages must be stamped, signed and sealed by the appropriate professionals.
- All sheets in the set are to be numbered and have revision dates.
- A-2 and T-2 survey designations are required.

15 sets of Plans and the application form must be in 15 days before the hearing. The applicant may apply for an extension if required. Failing to provide a complete application with proper plans will result in an application that is "Denied without prejudice."

After the plans are stamped in, the Planning Department will distribute the plans to all other relevant departments and the appropriate fire marshal. The Department may also schedule the application for an Administrative Review Team (A.R.T) meeting.

Staff comments will be submitted to the planning office within 7 days. Any changes throughout this phase must be submitted to the planning office by 1:30 pm on the day prior to the packets going out to the Commission members. (day prior is generally the Thursday prior to the meeting).

If there is a conflict between any regulations, the most restrictive regulations will be take precedence.

### **Public Meeting / Public Hearing**

During the public meeting/hearing phase, a public hearing may be required. Zoning Public Hearings require the applicant to post a hearing sign on the site to signify that a public hearing is scheduled for the project. The designated approving authority, e.g. Inland Wetlands, Planning and Zoning, or the Zoning Board of Appeals, reviews the proposal and any changes made as a result of community feedback. That assessment of compliance leads to an approval or rejection of the project.